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30 X 69

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Records Storage Problem to Date

PROBLEM

25X1 **Agency Records Center** [redacted]

Capacity of Records Center		106,800 cu. ft.
Contents at Center	82,000	
At Suitland (until Dec.'70)	18,000	
Total Volume on Hand		100,000 cu. ft.
Net Space Available		6,800 cu. ft.

Average Records Growth:

10-year Average--increase of 6,000 feet per year.
During 1969--net drop of 4,000 feet (due to Purge).

Make up of Agency Records Stored:

Inactive Office Records	63,000
Supplemental Distribution (18,000 in Suitland)	19,000
Vital Records	9,000
Agency Archives	9,000
Total Records Volume on Hand	100,000 cu. ft.

ALTERNATIVE POSSIBILITIES

(1) Store 20,000 cu. ft. of Supplemental Distribution Items [redacted] 25X1

Location	Capacity	Renovation Est.
25X1 [redacted]	20,000	$300,000
	15,000	$140,000
	10,000	$
	25,000	$

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(2) Increase Records Center Capacity with Movable Shelving: 25X1

Increase Records Center 40,000 cu. ft. with $860,000 in equipment.

(3) Return Supplemental Distribution to CRS/DDI:

Remove responsibility and supply of documents from Records Center.
25X1 Distribution from TOP SECRET Vault, Room GH-0906, Hqs., 2,000 cu. ft.
Store Balance of Supply [redacted] or Hqs. Area 17,000 cu. ft.

(4) Store Map Supply near Map Library now [redacted] 25X1

25X1 Store Maps [redacted] 6,000 cu. ft.

(This would reduce the Supplemental Distribution volume from 19,000 to 13,000 and cut the S.D. service activity by one-fourth.)

(The Map Library personnel would have to periodically replenish their office supply themselves from this storage two buildings away.)

(5) Reconsider Security Policy on Use of Federal Records Center

Office of Security was asked by DDS to comment on our use of Federal Records Centers which GSA insists must include storage and retrieval by GSA personn[redacted] 25X1

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